



**TOWN OF WELLESLEY
BUILDING DEPARTMENT
APPLICATION FOR SIGNS AND AWNINGS**

APPLICATION MUST BE SUBMITTED BEFORE NOON ON WEDNESDAY ONE WEEK PRIOR TO MEETINGS

WELLESLEY DESIGN REVIEW BOARD

525 Washington Street • Wellesley, MA 02482
781-431-1019 ext. 234 • Fax 781-237-6495

application submission date: _____

Part A.

1. Address of Sign/Awning.....
2. Type of Sign: Wall..... Window..... Standing..... Awning.....
Distance from Property Line
3. Sign Dimensions: Width..... Height..... Sq. Ft. Area..... Letter Height.....
(for standing signs only).....
4. Material Of Sign/Awning Color(s) of sign/awning.....
5. Illumination: No..... Yes..... Internally..... Externally..... (how).....
6. Wording on sign/awning
7. Number, Type and Area of Existing Signs..... Area of Facade (sq.ft.).....
8. Height of highest part of sign or awning above ground elevation: Overhanging Town property?

Part B. I hereby certify that the information on this application is correct and understand that all sign or awning applications are subject to conformance with the Town of Wellesley Zoning Bylaw and review by the Wellesley Design Review Board.

Name of Business Owner..... Signature.....
Address Phone.....
Name of Property Owner..... Signature.....
Address Phone.....
Name of Contractor..... Address.....

Part C. Design Review Board Requirements.

The following materials (9 sets) must be provided before an application can be submitted for review:

- Samples of all colors proposed to be used on sign or awning.
- Scaled, dimensioned drawing of the sign/awning including lettering, borders and other design elements (min. scale 3/4").
- Location plan for standing signs showing distance set back from property lines (min. scale 1/40" or larger).
- Drawing of facade showing proposed placement of signs/awnings in relation to trim/significant architectural elements (min. scale 1/4").
- Color photographs of the facade and adjacent buildings.

*If application requires special permit **one (1) check** is required (\$150). If application is by right **one (1) check** is required (\$50).
All checks payable to the "Town of Wellesley".*

Part D. To be completed by Design Review Board staff.

By Right ☐
Special Permit ☐ Vote:

Sign Permit No.
DRB # _____
Fee: DRB _____ Bldg _____
DRB Hearing: _____

Comments:.....
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DIMENSIONAL REQUIREMENTS

Sign Type	Maximum Height	Maximum Area	Maximum Number	Letter Height
A. RESIDENTIAL DISTRICTS - Single Residence, General Residence, General Residence A				
Standing or Wall	4 ft	1 sq ft	1 per lot	
Temporary	6 ft	6 sq ft	1 per lot	N/A
B. OFFICE DISTRICTS - Administrative and Professional, Limited Business				
Standing	6 ft	15 sq ft	1 per building	14"
Wall	15 ft	15 sq ft (50 sq ft)	1 per building	14"
Temporary	15 ft	25 sq ft	1 per lot	N/A
Awning sign - not allowed				
C. COMMERCIAL DISTRICTS - Business, Business A, Industrial, Industrial A				
FRONTING WORCESTER STREET				
Standing	10 ft (20ft)	50 sq ft (100 sq ft)	1 per lot	18"
Wall	20 ft	75 sq ft*(100 sq ft)	1 per business	18"
Window (permanent)		10 sq ft***	1 per business	8"
Awning		25% of awning*	1 per business	8"
Temporary window**		25% of window		8"
Temporary	15 ft	25 sq ft	1 per lot	N/A
FRONTING STREETS OTHER THAN WORCESTER STREET				
Standing	6 ft (10 ft)	25 sq ft (50 sq ft)	1 per lot	14"
Wall	20 ft	50 sq ft*(75 sq ft)	1 per business	14"
Window (permanent)		10 sq ft***	1 per business	8"
Awning		25% of awning*	1 per business	8"
Temporary window**		25% of window		8"
Temporary	10 ft	12 sq ft	1 per lot	N/A
D. ALL OTHER DISTRICTS				
Standing	4 ft	10 sq ft	1 per lot	
Wall	15 ft	10 sq ft	1 per building	
Awning sign - not allowed				
Temporary	6 ft	12 sq ft	1 per lot	
* or 10% of the total area of the facade of the business establishment whichever is less.				
** Paper or Poster board only. Such signs shall not be placed on any window with a permanent window sign.				
*** or 10% of the total area of exterior windows of the business establishment excluding doors whichever is less.				
() indicates maximum allowed dimensions with a special permit from Zoning Board				

No.

TOWN OF WELLESLEY

BUILDING DEPARTMENT

APPLICATION FOR SIGN PERMIT

LOCATION

Street **No.**

Owner of Sign

Contractor

Property Owner

Permit Granted